

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department. The employee of this class performs the duties of the Fire Chief in the Chief's absence and supervises all subordinate department employees. The Deputy Fire Chief provides for regular employee training at all levels within the department. The employee of this class also supervises the production of fire records and reports, and assists with the financial management of the department. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing all operations of the department and performs the duties of the Fire Chief in his absence. Participates in decisions regarding departmental organization, including decisions concerning the number and distribution of operating units. Evaluates the effectiveness of the department by observing department operations. Takes appropriate action to correct or improve problem areas. Plans and organizes departmental operations involving personnel, equipment and apparatus.

Develops a training program for the department, evaluates training needs, and ensures that such program is properly staffed and supplied with the appropriate resources. Provides for employee training in the classroom or conducts drills and evolutions in basic firefighting, rescue operations, safety, EMS, hazardous materials operations, driving, the use of fire apparatus, equipment, tools, breathing apparatus and any other subject areas as required. Provides technical assistance and on-the-job training for new employees.

Supervises department employees by assigning work schedules or duty areas, and approving leave. Inspects the appearance of all assigned personnel and equipment. Holds meetings with subordinates to receive and review reports, and provide information. Oversees and evaluates the work performance of subordinates, and discusses such performance with the employee and Fire Chief. Maintains discipline and harmony in the department by resolving employee

complaints and grievances, counseling employees who are experiencing work problems and recommending disciplinary action when needed. Delegates authority to subordinates for the more effective operation of the department.

Responds to all major alarms dispatched. Directs activities and supervises the fire company at the scene of a fire or other emergency, performing duties such as overseeing all safety procedures, size-up, forcible entry, ventilation, nozzle and hose handling, pump operations, use of water supplies, protection of exposures, salvage, overhaul and rescue operations. Personally acts as part of the fire attack team when needed. Participates in handling emergencies involving hazardous materials. Coordinates and maintains communications between the fire scene and law enforcement or other authorized personnel, relaying necessary information. Provides for the needs of firefighting and other emergency personnel at the scene. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Collects and labels evidence of suspected arson. Secures the fire scene to protect evidence and assists arson investigation personnel.

Examines the exterior, interior, and surrounding area of the fire structure to determine the point of origin. Investigates vehicle fires to determine the point of origin. Takes photographs of the interior and exterior of the building to provide an accurate record of the extent of involvement and damage.

Collects information for pre-fire planning by visiting public buildings, and inspecting or directing the inspection of buildings to determine the existence of potential fire hazards. Compiles and organizes data needed for reports. Writes reports and personally completes any forms and records required, including payroll records. Supervises the preparation of LFIRS reports. Completes fire inspection reports. Assists the Fire Chief by reviewing and responding to correspondence addressed to the fire department.

Assists in the preparation of the departmental operating budget by gathering, compiling and organizing needed data. Participates in accounting for the money and assets of the department. Writes requests for grants or other special funds to aid in the operation of the fire service. Meets with sales representatives to review products. Authorizes expenditures of funds, and purchases equipment and supplies, keeping such purchases within the established budget. Oversees the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment and arranges for repair of such, as needed. Inspects equipment after repairs to check that repairs were properly accomplished. Personally tests or directs the testing of assigned equipment. Orders, distributes and maintains inventory of equipment and supplies.

Participates in the personnel recruitment and selection program by interviewing and evaluating prospective employees. Participates in the research and planning for programs and activities of the department. Recommends departmental goals, objectives, and policies for consideration by the Fire Chief. Studies new laws, regulations or court rulings relating to fire department operations to determine if changes in department procedures are needed. Keeps informed on modern fire fighting and administrative methods and local trends that may affect the fire service. Recommends changes in department operations that will help obtain favorable ISO/PIAL ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Investigates accidents and complaints involving the department, determines the cause, and takes action to correct the problem or to avoid future accidents.

Informs the public about fire department operations by participating in and overseeing talks, demonstrations, the distribution of literature and department tours. Answers questions from the public about the operation of the department or any related areas of emergency services. Receives complaints from the public on hazards or possible violations of fire codes. Assists the fire chief in releasing information to the news media. Participates in conferences, conventions and other educational meetings.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain, with at least two (2) years of service in the class, immediately preceding closing date for application to the board.